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3 BILL NO. R-76-06-06

4 RESOLUTION NO. R-

56-76

5 A RESOLUTION authorizing application for  
6 funds under the Innovative Projects Program  
7 under Section 107 (a) (4) of the Housing  
8 and Community Development Act of 1974 and  
9 Section 501 of the Housing and Urban  
10 Development Act of 1970.

11 WHEREAS, the Department of Housing and Urban  
12 Development has announced the commencement of a competition for  
13 grant funds available for the demonstration of innovative  
14 community development projects in the fields of (a) Housing  
15 and Neighborhood Preservation and (b) Government Productivity  
16 Improvement; and

17 WHEREAS, this grant program is designed to strengthen  
18 the capability of local governments by developing through  
19 individual demonstration projects, innovative approaches to  
20 the solution of longstanding or widespread urban problems,  
21 with the specific objectives being 1) to provide a national  
22 focus for individual urban problem solutions, 2) to encourage  
23 States and units of local government to experiment with new  
24 or relatively untried techniques, technologies, methods,  
25 products or processes which, if successful can provide a  
26 significant input for the improvement of local government  
27 programs or administration, and 3) to compile, evaluate and  
28 disseminate information useful to local governments in  
29 strengthening urban program management; and

30 WHEREAS, the City's Department of Community Develop-  
31 ment and Planning has developed two such innovative proposals  
32 entitled MOBILE COUNSELING SERVICE and COOPERATIVE PARENTING,  
33 both of which address the objectives outlined above; and

34 WHEREAS, the U.S. Department of Housing and Urban  
35 Development requires assurance that the governing body of  
the City has duly adopted or passed as an official act, a  
resolution, motion or similar action authorizing the filing  
of such application;

APPROVED AS TO FORM  
AND LEGALITY

  
CITY ATTORNEY

1  
2  
3 NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL  
4 OF THE CITY OF FORT WAYNE, INDIANA:

5 1. That the Common Council hereby affirms and  
6 endorses the strategy of developing innovative approaches  
7 to solving urban problems.

8 2. That the Common Council authorizes the Department  
9 of Community Development and Planning to pursue such innovative  
10 problem solving through the development and submission of the  
11 Innovative Grant Proposals listed above.

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15 Councilman  
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Read the first time in full and in motion by \_\_\_\_\_, seconded by \_\_\_\_\_, and duly adopted. read the second time by title and referred to the Committee on \_\_\_\_\_ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 197\_\_\_\_, at \_\_\_\_\_ o'clock P.M., E.S.T.

Date: \_\_\_\_\_ CITY CLERK

Read the third time in full and on motion by V. Schmidt, seconded by Tolson, and duly adopted, placed on its passage. Passed (~~lost~~) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-HIT
TOTAL VOTES	<u>8</u>	<u>0</u>		<u>1</u>	
BURNS	<u>X</u>				
HINGA	<u>X</u>				
HUNTER	<u>X</u>				
MOSES	<u>X</u>				
NUCKOLS	<u>A</u>			<u>A</u>	
SCHMIDT, D.	<u>X</u>				
SCHMIDT, V.	<u>X</u>				
STIER	<u>X</u>				
TALARICO	<u>X</u>				

DATE: 6-8-76 Charles W. Westerman p.e. CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (Zoning Map) (General) (Annexation) (Special) (Appropriation) Ordinance (Resolution) No. B-56-76 on the 8th day of June, 1976.

Charles W. Westerman p.e. (SEAL) James Stier  
CITY CLERK PRESIDENTS OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 9th day of June, 1976, at the hour of 11:00 o'clock A. M., E.S.T.

Charles W. Westerman p.e. CITY CLERK

Approved and signed by me this 9th day of June, 1976, at the hour of 5:00 o'clock P. M., E.S.T.

Robert E. Armstrong  
MAYOR

MCS



FORT WAYNE, INDIANA 46802

Office of the Mayor

1 June 1976

U.S. Department of Housing &  
Urban Development  
Office of Policy Development & Research  
Room 8162  
Division of Community Development &  
Management Research  
451 7th Street, S.W.  
Washington, D.C. 20410

Attn: Innovative Projects Program

Dear Sir:

We are submitting this application for a grant under the Innovative Projects Program. This letter is to certify that I have read and understand all of the assurances in the attached form. I further certify that I will utilize the full authority of my Office, as Mayor of Fort Wayne, to insure compliance with the provisions of this document.

Enclosed you will find the required number of copies of the application.

Sincerely,

A handwritten signature in cursive script that reads "Robert E. Armstrong".

Robert E. Armstrong  
Mayor

REA:pb

Enclosures:



Mobile Counseling Service  
Abstract

A specially equipped mobile van will be used to provide financial, home rehabilitation, and how- to- do- it counseling services.

Used primarily in Community Development target neighborhoods, this service will also serve the entire community, especially the elderly, the handicapped, and single female heads of households who have difficulty in maintaining their homes.

The van will provide opportunities for the city's Neighborhood Care staff to promote and explain their rehab loan program. It will serve as (1) a motivator for people to become involved in improving their homes and (2) a gauge of interests in, and needs for, rehab in various parts of the city. In this on- the- spot office, a family can learn through the use of audio- visual equipment what rehabilitation means and how it applies to their situation.

Video- tapes illustrating various types of home repairs will be prepared by staff and used in the van. Simple specialty tools not available from rental agencies will be loaned from a tool library.

Staff will be provided primarily from the Neighborhood Care program. Others will come from the Department of Community Development and Planning, the retired Senior Volunteers Program, neighborhood associations, professional groups, and other city agencies or departments.

The amount of federal funds requested is \$30,000 under the Housing and Neighborhood Preservation area. The designated project leader will be Bruce R. Baldwin of the Department of Community Development and Planning.

### The Problem

The City of Fort Wayne is currently beginning its second year operating under the Community Development Block Grant Program. The main emphasis has been on housing rehabilitation with a goal of neighborhood stabilization. A limited amount of funds and the difficulties of assembling capable staff has made it clear that the scope of the problem is far beyond the means of one city agency to address.

On the other hand, we have also noted the way in which even a small effort acts as a catalyst to start others. When the city makes a commitment to help an area, that is often enough to raise residents' confidence to the level which enables them to make a financial investment in their homes.

The Mobile Counseling Service would broaden the scope of our present successes in various neighborhoods. We are presently hampered by a lack of meeting places; arranging presentations to various groups; transporting materials and staff from place to place; and time limits in explaining programs.

Other problems which the Mobile Counseling Service would address are outlined below:

Imperfect communication: neighborhood residents frequently lack knowledge about Neighborhood Preservation programs, neighborhood association meetings and activities, other city agencies and departments, and the efforts of other neighborhoods.

General ignorance about rehabilitation: residents are sometimes ignorant of the advantages of rehab for the resident and the neighborhood; what specific jobs entail; financial aspects of the process (even home improvement loans); how to finish jobs in the do-it-yourself category; the advantages and pitfalls of contracting work; and city laws regarding all improvements and construction.

Missing "Rehab Clearinghouse": no place exists where all information about rehab is available; neighborhoods lack offices for the most part; there is no "one person" to call to get references or information; neighborhood associations themselves need basic information about city government, financial counseling, contractors, etc.

Neighborhood instability: Those neighborhood associations which are strong have helped stabilize their areas. Those that are strongest frequently have a definite meetingplace or center which acts as a focal point for neighborhood action. Regular meetings promote sustained effort and concern in an area. Those neighborhoods which cannot present a united front to the world often deteriorate due to a lack of organized interest.

Personal inability to cope with home maintenance: Elderly citizens, the handicapped, and single heads of households often find home maintenance a great burden. This can be due to a lack of knowledge, lack of funds, or physical incapacity.

#### Expected Impact

Improve Neighborhood Associations

Encourage rehabilitation

Increase Neighborhood stability

Increase effectiveness of Neighborhood Preservation and Community  
Development & Planning staff

Help keep elderly/handicapped/single family heads independent

For those associations who need more contact with their residents, the van can provide a center of interest and may help attract those that have not been reached by the association before. Information relating to effective neighborhood organization will be stocked in the van; association officials will be able to learn about improving their group, and learn their way about city hall.

Rehabilitation will be encouraged in a number of ways. First of all, people will be told what specific rehab jobs entail. They will be able to judge if (1) they can carry out a job by themselves, or need professional help, and (2) if they can profitably buy the tools they need or should rent - the tool library would be a third alternative. Counselors will also point out that rehabilitation helps preserve property values, especially if enough people throughout the neighborhood do it. Once people realize the value of rehab and see what various aspects entail, counselors will also be able to direct them to various sources of financial help. The van will also bring together people who already have an interest in their neighborhood; this might be the only push needed to bring some rehab efforts about.

Improving the neighborhood associations and encouraging rehabilitation will necessarily help stabilize the neighborhoods. Where there is increased interest and commitment on the part of the residents, where there are increasing efforts at rehab and property values increase, stability will follow. Residents will be encouraged to stay and help with improvements rather than leave before things get any worse.

The van and its equipment will increase the efficiency of Neighborhood Preservation and Community Development and Planning staff. Presently staff members are hampered by a number of problems. First, there is a limited number of people to address a large number of cases and neighborhoods. Then there is the need to repeat basic information about programs over and over again since neighborhood association meetings never have the same group in attendance twice. The number of materials available to hand out are also limited. Those brochures which have been developed by Community Development and Planning staff have proven most helpful in spreading information. The two community development neighborhoods which presently have offices naturally do a great deal of referrals; residents drop in to



the office with problems unrelated to Community Development programs, or other difficulties surface during conversation which the staff cannot handle.

The van will help solve these problems. (1) Information about programs will be put on tape so that staff members won't have to go through the motions every time they go to a neighborhood meeting. (2) A library containing rehab information, consumer protection monographs, and some hand-out materials will be placed in the van. A copy service will be provided so that residents will be able (at a nominal cost) to study materials at their leisure. (3) Referral information will be kept close at hand. The van will also be equipped with a two-way radio connected to the office so that staff will be able to run down information through other personnel. (4) Multiple use will be made of the van. When there is an additional room available, staff could show two different presentations at the same time. If there are small groups, a tape could be shown in the back while staff counseled others up front. Residents could always browse through the library by themselves.

All this will increase the efficiency of staff in the neighborhoods. Building a basic familiarity with rehab among residents will enable staff to focus on specific problems rather than going over preliminary groundwork. The van will also enable junior staff to conduct initial meetings with neighborhood associations to acquaint them with the programs. Frequently, senior staff is often overloaded with meetings which they must attend; no one else has all the information necessary about programs on the tip of their tongue. Staff will be better used by making them responsible for directing and developing presentations relating to their specialty. The rehab technicians would be in charge of developing the rehab lessons; counselors would cover financial aids, budgeting, and the like.

The elderly, the handicapped, and single heads of households often are overwhelmed by the demands of home maintenance; the financial burden can often force them onto the welfare rolls. Frequently, all that is needed to keep them independent is a little help with minor repairs. For the elderly and handicapped, neighborhood associations and other volunteers could start a handyman service. For those still able to move around, simple lessons about how to handle hammer, screwdriver, and saw could give them renewed self-reliance. Of course, for those repairs beyond the handyman scope, the usual counseling approach could be used. For those desperately in need, the van could also serve as a means to marshal community aid. Neighborhood associations could mount programs similar to the old barn-raising for their less fortunate residents. Once the staff of the van identified what needed to be done, and what materials were needed, the association could do the rest.

These contacts could be made during the day. This would help insure an efficient use of the van since most neighborhood association functions would occur in the evenings.

#### Innovative Aspects

The main innovative aspect about the Mobile Counseling Service is its ability to serve as the focal point and catalyst for promoting rehabilitation and neighborhood stability. Since most of the aspects which contribute to this point have been mentioned and explained elsewhere, they will merely be listed here:

- development of video/slide presentations library on all aspects relating to rehabilitation (these are not necessarily tied to the vehicle; some may be lent out to responsible borrowers)
- specialty tool library: only those tools which are prohibitively expensive, not easily rented, or in particular demand will be acquired

- increasing effectiveness of staff through mobility of an "office" and development of a library of books and other printed material that is related to rehab
- provision of a "propaganda vehicle" for rehab and neighborhood stability; a focal point for neighborhood associations and a rehab clearinghouse
- the ability to reach many more neighborhood associations in the city; the van will enable us to involve many more people in the community and reach people the neighborhood associations have not reached or involved before
- the use of multiple staff; in addition to Neighborhood Preservation and Community Dev. & Planning, those from Retired Senior Volunteers Program, neighborhood associations, and other professional groups will be used
- the ability to help elderly, handicapped, and single heads of household with home maintenance problems and mobility limitations
- provision of a library of books, pamphlets, and other materials relating to rehab or any other subject for which staff can demonstrate a need; a copy service will be arranged so that visitors to the van can take home materials for study and planning.

#### Organization and Management

Management of the project will be the responsibility of the Department of Community Development and Planning. Bruce R. Baldwin will be the project leader. Other members of the Community Development and Planning staff will be assigned responsibility for various aspects of the project. Neighborhood associations, other agencies, and other city departments will also be asked to assist.

#### Components of the management plan

The project has been divided into four elements: (1) control, expenditures, and evaluations; (2) equipment specifications and purchase; (3) program

and presentations production; and (4) presentation and scheduling policy. These elements have been divided into objectives and tasks. These in turn have been numbered and entered on monthly milestone schedule sheets. The following notes explain the tasks.

The milestone sheets and the explanatory notes comprise the work plan, the systematic evaluation process, task coordination, and the financial and schedule control for this project.

Explanatory notes - monthly milestone schedule

1.1- Financial controls and procedures will generally follow city and State Board of Accounts guidelines. Community Development and Planning has an accountant who has been handling accounts since the beginning of the Community Development Block Grant program; she will handle accounts for this project and will be able to suggest any special procedures which should be applied.

1.2- A Financial Review Committee will be organized to advise on major expenditures. Suggested members: the project leader; director, Neighborhood Preservation Division; director, Current Planning Division; director, Department of Community Development and Planning; and the accountant. A member from the relevant Equipment Committees (Element Two) should sit in to give the committee findings and recommendations on specific expenditures.

1.3- Evaluations will be made of the whole program and various elements. The program will be evaluated at three- month intervals and at the end of the first year's operation. Equipment evaluations will be carried out by the appropriate equipment committee and staff. The scheduling policy evaluation will be made by staff and participating neighborhood associations. Program/presentation production evaluations will be made by staff, the project leader, and neighborhood association representatives.

The various advisory committees will list evaluative criteria so that appropriate data will automatically be collected from the start of the program. For the overall program evaluation a questionnaire will be prepared for all participants. This will insure that those involved will have a chance to voice their impressions and suggestions.

1.4- Major expenditures - There will be an advisory committee organized for each expenditure category except "Miscellaneous". The latter will be handled by the project leader and the Financial Review Committee. Neighborhood association representatives, personnel from appropriate agencies, and persons knowledgeable about each category will comprise these committees.

Element Two - Equipment Specifications and Purchase

2.1- Mobile Van

2.11- The Advisory Committee will be organized.

2.12- Specification for the vehicle will be developed by the committee.

Comparable vehicles will be reviewed, and visits to two or more local manufacturers of recreational vehicles will be made to preview production problems.

2.13- 2.16 - Standard city procedures will be followed ( once specifications are set) in letting and awarding the bid. The vehicle will be thoroughly inspected before payment is made.

2.17- Maintenance routines will be developed. Data to be collected concerning vehicle operation will be set. Staff primarily responsible for driving the vehicle will undergo a training program before they are allowed to "solo" with the vehicle.

2.18- Evaluations of vehicle performance will be made at six- and twelve-month intervals.

2.2- Tool purchase - Another advisory committee will be organized. Their first task will be to make a list of specialty tools needed for a number

of common rehabilitation repairs/renovations. Those tools generally available through rental concerns will be eliminated. Prices will be investigated. The standard bid procedure will be followed if necessary. The possibility of tool donations from various companies will be investigated. Tool storage in the van will be designed and installed once the vehicle is delivered. Six- and twelve- month evaluations will be made. Additional purchases will be made if advisable.

2.3- Literature purchase - Essentially the same procedures and tasks involved in tool purchase will be used for printed material. The possibility of buying a copy machine for on- board use will be investigated. If this proves inadvisable, residents could make copy requests in the vehicle; staff could use copy machines in the office and deliver the desired material. Some general topics of materials to be considered: rehabilitation, financing, consumer protection, landscaping and gardening, tool use, applicable laws and codes.

2.4- Video equipment - The same procedures in 2.2 and 2.3 will be followed here. The advisory committee will need a number of people experienced in the use of video equipment. Luckily, Fort Wayne does have a number of these people available beyond television station personnel, including people from the Fort Wayne Public Library, the City Police Department, and the "Theater for Ideas" program.

#### Element Three - Program/Presentation production

A development committee will be established, including some citizens with experience in video- taping. Neighborhood Preservation rehab technicians will compile a list of possible rehab "lessons" classified according to priority and simplicity of filming. They should do this in consultation with neighborhood associations, local contractors, and perhaps home- improvement loan officers from local banks. Neighborhood Preservation counselors

will compile a list of programs in areas such as home maintenance and finances.

The development committee will select a list of six programs to be used as test vehicles. Staff will film these in conjunction with local video experts. These programs will be reviewed and evaluated, and a procedure manual will be written to guide further program productions. After this step staff should be able to produce presentations with little or no supervision.

#### Element Four - Presentation and scheduling policy

A committee will be formed of Neighborhood Preservation staff, Community Development and Planning staff, the project leader, and representatives from neighborhood associations. They will delineate types of presentations and different uses for the Mobile Counseling Service van. Staff priorities and time constraints will be listed. Once this has been done, the committee will formulate an equitable policy to determine under what conditions the van will be scheduled to visit neighborhoods. One person responsible for scheduling should be designated. The policy should be included in a folder announcing the start of the service. It should be sent to all neighborhood associations and other interested agencies and groups.

After six months of operation the effect of the policy will be evaluated. Complaints and/or recommendations from groups requesting the service will be reviewed. Any problems, whether coming from citizens or staff, will be investigated in order to improve the policy.

FORT WAYNE, IN 46802

MOBILE  
COUNSELING  
SERVICE

## CONTROLS, EXPENDITURES, AND EVALUATIONS

[illegible]



### Local Expenditures

The local share of the program will be made through contributions of staff time for the most part. A number of staff people will be working on the project, some for a considerable amount of time per week. A conservative estimate of total staff time was made: the equivalent of one full-time staff member at \$10,000/annum. Since this expenditure would be made continuously over the course of the program, no effort was made to place it on the milestone schedule.

COMMUNITY DEVELOPMENT  
& PLANNING  
CITY-COUNTY BUILDING  
FORT WAYNE, IN 46002

MOBILE  
COUNSELING  
SERVICE

Equipment, Specifications  
and Purchase

OS JEC TIVE	DATE PREPARED	MONTHLY MILESTONE SCHEDULE																			
		YEAR	1976										1977								
	LONG-RANGE OBJECTIVES - TASKS	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O			
2.1	Mobile van																				
	2.11 Organize advisory committee		Δ																		
	2.12 Set specification, review comparable vehicles			—	Δ																
	2.13 Prepare and let bids					Δ															
	2.14 Evaluate and award bid						Δ														
	2.15 Inspect vehicle and accept delivery							Δ													
	2.16 Pay contract								Δ												
	2.17 Set maintenance routine, train staff for operation									Δ											
	2.18 Evaluations of equipment (six and twelve-month)														Δ			—			
2.2	Tools for library																				
	2.21 Organize committee, assemble list		Δ																		
	2.22 Pricing, bids if necessary				Δ																
	2.23 Purchase					—		Δ													
	2.24 Design of storage, installation in van								Δ												
	2.25 Evaluation, other purchases															Δ					

OB JEC TIVE	DATE PREPARED	MONTHLY MILESTONE SCHEDULE																	
		YEAR	1976						1977										
	LONG-RANGE OBJECTIVES - TASKS		J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
2.3	Literature assembly																		
	2.31 Organize committee			Δ															
	2.32 List books, pamphlets, films, then pare			Δ															
	2.34 Pricing				Δ														
	2.35 Purchase					Δ													
	2.36 Design of storage, installation in van								Δ										
	2.37 Evaluate and make other purchases (six and twelve-month)										Δ						Δ		
2.4	Video equipment																		
	2.41 Organize advisory committee			Δ															
	2.42 Evaluate needs, make specifications			Δ															
	2.43 Pricing and bids				Δ														
	2.44 Purchase					Δ													
	2.45 Design storage, install in van								Δ										
	2.46 Make evaluations (six and twelve-months)										Δ						Δ		

COMMUNITY DEVELOPMENT  
& PLANNING  
CITY-COUNTY BUILDING  
FORT WAYNE, IN 46802

MOBILE  
COUNSELING  
SERVICE

Program/Lesson  
Production

[illegible]

[illegible]

#### A-95 Review Procedures

This grant proposal was reviewed by the Indiana State Clearinghouse, State Budget Agency, Indianapolis. It was declared in accord with State plans, goals, and objectives on April 13, 1976. The clearinghouse identification number for the "Authorization to File Application" was 7604260302.

Local A-95 review was conducted by the Northeastern Indiana Regional Coordinating Council. Approval of the grant application was made on May 10, 1976.

#### Community Support

The main idea for the Mobile Counseling Service grew from the city's experience in its Community Development programs. Support for the programs, especially the rehabilitation loan process, has been strong. One of the main effects of the program was the dissemination of all types of information to citizens through staff contacts and counseling. Many neighborhood associations and many citizens are continually asking for presentations and explanations of programs.

A number of neighborhoods have petitioned to become CD target areas. Limited funds, however, restrict the number of neighborhoods in which the program can operate. The Mobile Counseling Service is designed to satisfy a community desire to extend certain benefits of the CD program to other areas throughout the city.

Letters describing the Mobile Counseling Service were sent to a majority of the active neighborhood associations in the city. Due to the shortness of time, however, few replies were received before the grant application had to be sent in. The same is true with a similar letter we sent to local financial institutions. Examples of replies follow.

La Rez Association

May 17, 1976

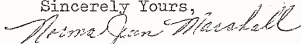
Dear Sir:

We received your letter concerning the Innovative Project grant that you are applying for. We discussed it at our meeting and felt we would like to give you our support.

We feel that the Mobile Counseling Services could be used in our area to serve our community in many ways. We feel the more we can learn together, the better we can live and communicate together.

We want to thank you for asking us for our input and letting us know of the services that we may be receiving.

Sincerely Yours,

A handwritten signature in cursive script that reads "Norma Jean Marshall".

Norma Jean Marshall  
Treasurer

La Rez Association

NEBRASKA NEIGHBORHOOD ASSOCIATION  
1240 West Main Street  
Fort Wayne, Indiana 46808

May 24, 1976

Mr. Bruce Baldwin, A.I.P.  
Housing Planner  
8th Floor, City-County Building  
One Main Street  
Fort Wayne, Indiana 46802

Dear Bruce,

The Action Committee of the Association has reviewed your letter concerning the Mobile Counseling Services and find it to be a very worthwhile and necessary project. We do endorse this project and look forward to having it not only stop at individual homeowners, but also, at our neighborhood center, possibly for scheduled home rehabilitation/maintenance classes.

Sincerely,



Vicki Bates, President  
Nebraska Neighborhood Association

VB/sm





915 South Clinton  
P.O. Box 1204  
Fort Wayne, Indiana 46801  
219/422-5511

Member FDIC

May 24, 1976

The City of Fort Wayne  
Community Development & Planning  
1 Main Street  
Fort Wayne, Indiana 46802

Attention: Mr. Bruce R. Baldwin, A.I.P.  
Housing Planner

Dear Sir:

We are in receipt of your letter concerning the proposed "Mobile Counseling Services Project". We at the Bank feel that this type of service by the City is a very worthwhile, constructive, educational project.

Indiana Bank would be very pleased to lend its support in whatever way you feel we might contribute. Showing people how to improve their homes and obtain adequate financing is something that is very difficult for financial institutions, such as ourselves, to initiate. We feel that the City of Fort Wayne would be in a good position to get the needed cooperation from all areas of Fort Wayne business.

As a suggestion, we would submit that a library of reference materials on home improvement projects would be helpful. Also, some information as to the terms and interest rates available from various financial sources would provide persons with a means to determine their financing.

If Indiana Bank can participate in some way, please do not hesitate to get in touch with us.

Sincerely,

A handwritten signature in dark ink, appearing to read "Darrell L. Blanton".

Darrell L. Blanton  
Senior Vice President

DLB/mkh



THE CITY OF FORT WAYNE  
COMMUNITY DEVELOPMENT & PLANNING  
division of neighborhood care

May 26, 1976

Mr. Bruce R. Baldwin  
Assistant Housing Planner  
Dept. of Community Development & Planning  
8th. Floor City-County Building  
One Main Street  
Fort Wayne, Indiana 46802

RE: MOBILE COUNSELING SERVICE

Dear Bruce:

As Director of Neighborhood Preservation, I feel a mobile counseling service would greatly benefit not only the "target neighborhoods" where its primary use would be, but in occasionally extending the service outside the impact areas, it would be used to benefit the entire community.

The service would be most helpful to the elderly and single female-headed households who may have difficulty in maintaining or improving their homes by themselves.

I feel that the service would also provide motivation for households to become involved in improving their home on a "helping people help themselves" basis.

It is hoped the service would generate interest in caring for property and offer the homeowners an opportunity to save money by becoming independent of sometimes expensive repairs and maintenance.

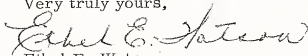


Mr. Bruce R. Baldwin  
May 26, 1976  
Re: Mobile Counseling Service  
Page #2

We would hope the mobile service would increase the individuals' pride in their home and subsequently their neighborhood on a learn by doing concept.

Funding for this mobile counseling service would be greatly appreciated, and I feel put to use in a very positive effort in providing a beneficial and sorely needed service to the homeowners in the "target neighborhoods" and hopefully the surrounding community.

Very truly yours,

  
Ethel E. Watson  
Director

EEW/pw

cc

A copy of a newspaper article on the proposed grant applications is included in the following pages. The story ran on the paper's "second front page" in their Saturday edition, which reaches a larger number of readers than their weekday editions. There was no unfavorable reaction received after the article appeared.

The active support for aspects of the city's CD program related to the Mobile Counseling Service, the favorable press coverage, and the favorable comments received are considered evidence of considerable community support for the program.

# The News-Sentinel

FORT WAYNE, INDIANA 46802, SATURDAY, MAY 1, 1976 3A

## City Seeks Aid To Upgrade Housing Creatively

The City is applying for three grants under the Department of Housing and Urban Development's (HUD) Innovative Projects Program which could offer new twists to local and national housing rehabilitation efforts.

The projects, totaling \$260,328, will use about \$232,000 in Federal funds and are for a Multi-Track Rehabilitation System, a Mobile Counseling Service and a Cooperative Parenting Concept program.

Planners developed the programs here and believe each may be eligible for some of the \$1 million HUD makes available nationally for innovative projects.

Planners agree funding chances are a long shot since the City must compete with a number of other programs nationally, but they believe the money is worth pursuing. Federal rules, however, limit only one funded grant per city.

The Multi-Track Rehabilitation System will help coordinate housing rehabilitation efforts of many agencies throughout the City, Assistant Planner Bruce Baldwin said.

Total project costs are estimated to be about \$120,000, of

which \$115,000 will be requested from the Federal government.

The purpose of the program is two-fold, he said:

—To centralize a system of locating houses suitable for rehabilitation, and

—To acquire properties for various rehabilitation agencies through a revolving fund.

Those costs, Baldwin said, will be repaid by the agencies.

Baldwin said the program could monitor various housing sources—including auctions, abandoned homes, units owned by the County for back taxes, FHA repossessed homes, and others revealed by neighborhood surveys—and forward information to public and private agencies involved with housing rehabilitation.

Agencies could purchase the houses through the program revolving fund and reimburse the Project later, he added.

The Mobile Counseling Service, he said, will take home repairs to the neighborhoods.

A mobile office stocked with video taped instructions, tools and other materials would regularly visit neighborhoods and

assist residents with home-related projects.

Tools which the average do-it-yourselfer does not generally have around the home could be stocked in the vehicle and loaned for repairs to improve the house and ultimately upgrade the neighborhood, he said.

Locally made video tapes could be used to demonstrate repair techniques, and would be offered with fix-it counseling services to residents wishing to improve their properties.

Baldwin explained the program could be integrated with fix-up efforts in neighborhood associations.

Retired volunteers could be tapped to help demonstrate repair techniques, he said, adding one project in New York resulted in neighbors sharing skills on a block-by-block basis.

Baldwin estimated costs of the Counseling program to be about \$40,000, with about \$30,000 financed through the Federal grant.

The third project, a Cooperative Parenting Concept program, would seek ways for single-parent families to share services and eliminate common problems.

Costs for that program, Baldwin said, will be about \$100,328, with about \$87,000 financed by the Federal grant.

The applications are scheduled for review by the North-eastern Indiana Regional Coordinating Council May 10. Applications must be in HUD offices by June 1.

The City has already submitted letters of intent to apply for the funds.

Since only a limited amount of money is available nationwide, Baldwin said HUD often "negotiates" the funding requests from original application figures to a smaller amount.

But the intent remains the same: to develop and test innovative local programs which could be used throughout the country.

The City unsuccessfully applied for an Urban Parade of Homes last year. While the chances of approval this year are slim, Baldwin believes the programs are necessary—and could work.

And that, he believes, is worth the effort.



FORT WAYNE, INDIANA 46802

Office of the Mayor

1 June 1976

U.S. Department of Housing &  
Urban Development  
Office of Policy Development & Research  
Room 8162  
Division of Community Development &  
Management Research  
451 7th Street, S.W.  
Washington, D.C. 20410

Attn: Innovative Projects Program

Dear Sir:

We are submitting this application for a grant under the Innovative Projects Program. This letter is to certify that I have read and understand all of the assurances in the attached form. I further certify that I will utilize the full authority of my Office, as Mayor of Fort Wayne, to insure compliance with the provisions of this document.

Enclosed you will find the required number of copies of the application.

Sincerely,

Robert E. Armstrong  
Mayor

REA:pb

Enclosures:



## ABSTRACT

### COOPERATIVE PARENTING CONCEPT

#### A New Concept in Housing Design Primarily for Single Female Heads of Families

The number of low- and moderate-income single parents in Fort Wayne is increasing. They are faced with the often overwhelming dual responsibilities of providing the family's income and parenting their children alone, with little or no assistance from family, friends or the community.

Normal family activities, such as grocery shopping or going to the doctor become strenuous and costly events for the low-income single mother, who can scarcely afford babysitting or who must cope with disciplining small children in a supermarket in order to purchase necessary foodstuffs. Many normally simple tasks and similar kinds of inconveniences serve to sap the mother's energy and to increase her sense of being in a continuous and isolated struggle to survive and to raise her children in an atmosphere of consistency and security.

The Cooperative Parenting Concept envisages converting existing scattered properties, located in stable neighborhoods, into special types of duplex units. Essentially, the redesign would create a new type of living arrangement with the following goals: 1. to develop areas and/or methods of mutual support in parental responsibilities; 2. to redesign a home which lessens time and energy spent in housekeeping and yard chores, to free a parent's time to both pursue self-growth opportunities and to have more time for her children; and 3. to provide attractive, decent and affordable housing for women who are often discriminated against in the housing market.

This project is innovative in its approach to solving social problems through creative housing redesign. The selection and counseling of tenants will also affect the success of the program. This will also be carefully planned and implemented by experienced counselors to insure that the single parents who participate are compatible and sincerely interested in living in a new cooperative arrangement.

Innovative funds for this project are sought for the specialized design of the units and their sites; to develop the screening and counseling aspect; and to set up a unique project evaluation system to identify any modifications and corrections necessary to improve its ability to be replicated and/or transferred to other locations and communities. Rental assistance will be available through Section 8 Existing.

Amount Requested: \$ 12,608

## A. Quality and Effectiveness

1. Statement of the specific problems and needs to be addressed by the project.

There are a growing number of low and moderate income single women (single, divorced, separated, widowed) in Fort Wayne who have children. They are faced with the often overwhelming dual responsibilities of providing the family's income and physical necessities and of parenting their children alone, often with little or no assistance from family, friends or the community.

Normal family activities, such as grocery shopping or going to the doctor become strenuous and costly events for the low-income single mother, who can scarcely afford babysitting or who must cope with disciplining small children in a supermarket in order to purchase necessary foodstuffs. Many other similar, normally simple tasks and kinds of inconveniences serve to sap the mother's energy and to increase her sense of being in a continuous and isolated struggle to survive and to raise her children in an atmosphere of consistency and security.

In addition to the single parents problems mentioned, there is the problem of locating decent and affordable housing. The single female head of household median income in Allen County was \$4,197 according to the 1970 Census. This is much below the median income of male-headed families, which was \$11,229.

Thus, the specific problems and needs which the Cooperative Parenting Concept addresses are the following as they relate to single parent families.

1. social isolation and limitations
2. cost of housing



3. effects of low-income
2. Approach and the expected impact of the approach on the identified problems and needs.

The approach is basically an experiment in housing rehab and design and social interaction. Three duplexes (6 units) will be designed and rehabilitated to create three different types of housing units. These units will be evaluated, after occupancy, to determine (1) the impact and effectiveness of the housing on the lives of the occupants; (2) whether one type is more beneficial for the occupants than other; and (3) whether the program should be expanded or continued to be provided by either Fort Wayne's rehab program or the Fort Wayne Housing Authority's Homeleasing Program. Both have the capability to continue the cooperative parenting concept housing program if it proves worthwhile.

a) Design Phase

Three different designs will be created to rehabilitate three duplexes in a total of three neighborhoods. An architect will be hired for these designs at an estimated cost of \$7,758.

- 1) Design One: Duplex rehabilitation with no unusual or innovative features. These two units can serve as a kind of control factor in evaluating the impact of Design Two and Design Three.

The units will be rehabbed, but normal privacy shall be given. No facilities or space will be common or shared.

2) Design Two: Modified Duplex A will include a family playroom which would be common to both units, with the intent that the mothers may be able to share in supervising their children. The playroom and integral outdoor play areas will probably be located to the rear of the house, with access and visual supervision available from both units. Special design features will also be included to minimize housework and exterior yard maintenance. Common laundry and storage facilities may be provided.

3) Design Three: Modified Duplex B will include the common playroom and laundry described for Duplex A. It will also have some type of shared kitchen and shared living room facilities. Bedrooms and bathroom will be private for each household.

b) Administrative Phase

The project will be administered by the Neighborhood Preservation Division of the Department of Community Development and Planning in cooperation with the Fort Wayne Housing Authority. The Housing Authority manages the Section 8 Housing Assistance Payments Program, and it is anticipated that the families will receive Section 8 Existing Assistance Payments.

The Neighborhood Preservation Department is funded by

the Community Development Block Grant to operate "Neighborhood Care", a home rehab loan program. Acquisition and rehab money will also come from CD Block Grant funds.

They will purchase the homes, guide the architect, supervise the rehabilitation, develop the marketing technique and work with the Housing Authority in developing specialized tenant selection and counseling programs.

\$2,750 is requested for administrative and marketing costs.

c) Counseling and Evaluation Phase

The marketing element will be coordinated with the counseling of tenants to insure that the single parents who participate are compatible and sincerely interested in living in a new cooperative housing arrangement.

Marketing will be done by the Neighborhood Preservation Division in the Department of Community Development and Planning. They will prepare newspaper advertisements and contact community groups, such as the Fort Wayne Urban League, the League of Women Voters, the YWCA, the Fort Wayne Women's Bureau and Parents Without Parents. Most of these groups have already been contacted for their input, and they have stated that they would aid the program, especially in marketing the units. The Fort Wayne Housing

Authority and the Neighborhood Preservation Division have waiting lists for various housing programs, and there are a number of single parent families on these lists. Since there will be only six units to be filled, it is anticipated there will be little trouble finding willing participants.

Tenants will also be requested to assist the Community Development and Planning Department in evaluating the impact of the housing design. The Department will develop a questionnaire to be administered at three month intervals, along with in-depth interviews.

(Professional counselors or psychologists could be used to develop evaluation questionnaires and methods; however, this makes the concept more expensive and less viable in terms of its transferability to other cities, if extensive professional counseling is necessary. If HUD feels that this is necessary and desirable, an additional amount of funding would be requested.) \$2,100 is requested for marketing and evaluation.

It is expected and desired that the new shared housing and parenting concept would relieve the three general problems or needs discussed in the beginning of this section. Social isolation and social limitations should be relieved by the two single parents' being available for help in an emergency situation and simply for adult conversation. It may be that the two parents develop an informal, ad hoc partnership arrangement, or they may work out a type of "house rules"

guide for sharing some of their housing facilities.

(It must be remembered that the Cooperative Parenting Concept is an experimental program for six units, two of which will not be modified for sharing. Evaluating program impact is part of the concept experiment.)

The units will provide low-cost housing for six moderate and low income single parent families through the use of Section 8 Existing Housing Assistance Payments.

It is also hoped that this housing experiment will relieve some of the income problems of single parent families beyond providing low cost housing. For example, the parents in the modified units may work out shared baby-sitting schedules, so that one parent might attend school. They may also be able to assist one another in providing transportation to work or shopping. Having another adult to rely upon may make a difference in getting a step up economically and emotionally.

3. Innovative aspects of the project.

- a) The project focusses upon the housing needs and social problems of single parent families, especially female single parents.
- b) The Cooperating Parenting Concept uses housing rehab design in an experimental attempt to alleviate the housing needs and other concerns of this group.

- c) The project will use not just one, but three separate designs to evaluate which, if any, are most beneficial in alleviating problems of single parent families.
- d) The project uses rehabilitation of older, existing units in a unique and innovative way to meet today's social needs.

#### 4. Work Plan

A complete work plan, with tasks, their phasing and interrelationships follows on charts developed by the Community Development and Planning Department.

#### 5. Evaluation Process

The evaluation process is also developed on the Work Plan charts ("Monthly Milestone Schedule".)

[illegible]

[illegible]



## Cooperative Parenting Concept

Design and Rehab	
Units	3.0

[illegible]



## Cooperative Parenting Concept

Tenant Selection  
& Counseling 4.0  
Pg2

[illegible]

B. Applicant Capability and Commitment

1. Project leadership will be shared by two persons, Ethel Watson, Director of the Neighborhood Preservation Division of Community Development and Planning, and Carolyn Nightingale, Acting Director of Current Planning Division in the same Department.

Mrs. Watson assumed her position May 23, 1976. She was formerly assistant director of the Fort Wayne Housing Authority. She had been project manager and director of the Housing Authority's Home Leasing Program, which rehabilitated, and leased homes to low income families (with an option to purchase in 3 years). She is well versed in Section 8, program management, tenant counseling and administration.

Carolyn Nightingale is currently Acting Director of Current Planning, and has been with the Department since 1974 as a housing planner. She is now directing Neighborhood Planning in six CD Block Grant neighborhoods as well as other planning functions. She has received her training at the Housing Specialist Institute, and attended Ohio State University's graduate school in City and Regional Planning. She is now completing a Master's Degree in Public and Environmental Affairs. She was also an associate director of the Fort Wayne Urban League.

Both persons have worked on the planning of this project and are committed to completion. The concept fits into goals and programs currently operating within the Department. An estimate of the time involved is 120 hours for both women.

2. Other key public personnel involved in the program will be (1) a rehab technician who is experienced in rehabilitation specifications;

(2) a real estate specialist who has a real estate license; (3) the Fort Wayne Housing Authority tenant selector; (4) a housing planner, experienced in selecting homes for rehab and program planning; and (5) a housing counselor who manages default and delinquency counseling as well as rehab counseling for Neighborhood Care.

As was stated for the project leaders, this rehab project fits into their current job responsibilities. A rough time estimate for all five key public personnel is 175 hours.

Non-public key personnel will be involved in the marketing aspect of the project. They include the directors or presidents of the Fort Wayne Women's Bureau, Parents Without Partners and YWCA. A time commitment estimate for these persons is 25 hours.

3. Special capabilities/experience from other project, facilities, techniques.

a) The "Neighborhood Care" home rehab loan program has been operated by the Neighborhood Preservation Division of the Department of Community Development and Planning for almost one year. A revolving loan fund, it is funded through Fort Wayne's CD Block Grant. In 1975, \$600,000 was committed to this fund. This year, over \$1,000,000 was earmarked for the rehab fund. Other portions of the grant are designated for acquisition (\$85,000) and direct rehab (\$105,000) and it is from these funds that acquisition and rehab in this project will be financed.

b) The Fort Wayne Housing Authority's Home Leasing Program

has been operating for 3 years. This program offers rehabbed homes to low income tenants, with the option to purchase after 3 years. Over 60 homes are now in this locally-financed program. It has been very successful - there have been no missed payments - partly due to the competent counseling given to tenants under the direction of Ms. Watson.

- c) Housing counseling is also available in the Neighborhood Care Program for homeowners who rehabilitate and for those who are in danger of default on a FHA mortgaged homes. Default, delinquency and high risk homeownership counseling is done on a contractual arrangement with HUD.

#### 4. Level of commitment.

- a) Local resources committed.

- 1) Financing: \$87,720 is available from CD Block Funds for acquisition and rehabilitation of the six units. If the project is deemed worth expanding, the program concept may also be used by the Fort Wayne Housing Authority's home leasing homeownership program which is financed through low-interest loans from local banks.
- 2) Manpower: Approximately 300 hours of staff time has been estimated as the City's staffing commitment to the project.
- 3) Community support and participation has been and will continue to be sought from the Fort Wayne Women's Bureau, the Urban League, Parents Without Partners,

the YWCA and the League of Women Voters.

- 4) The City's commitment to continue successful aspects of project from local resources has been stated. Innovative funds are requested only to provide design costs of special administrative and marketing expenses, a thorough evaluation of the program and a final report, which can be available for use by other communities.



Fort Wayne Women's Bureau, Inc.

April 27, 1976

Mrs. Carolyn Nightingale  
Fort Wayne Community Development  
and Planning Department  
City-County Building  
1 Main Street  
Fort Wayne, Indiana

Dear Carolyn:

The Fort Wayne Women's Bureau, Inc. endorses the concept of developing a pilot program to provide housing for single parents and children. The innovative approach referred to by the Community Development and Planning Department's program "Cooperative Parenting Concept" would allow single parents with limited income to live in an environment that is attractive, easily maintained, and most importantly centered around shared-parenting, thus making possible the pursuit of employment and other interests by the parents.

This valuable concept is in line with one of the Women's Bureau goals to support new programs and resources which assist women in assuming an equal and active role in the community and society.

The Women's Bureau is looking forward enthusiastically to receiving information regarding the plan of implementing this unique concept.

Cordially,

A handwritten signature in dark ink, appearing to read 'Nancy J. Peden', written over a horizontal line.

Nancy J. Peden  
President of the Board

NCP/rp





THE CITY OF FORT WAYNE

COMMUNITY DEVELOPMENT & PLANNING  
division of neighborhood care

May 27, 1976

Ms. Carolyn Nightingale, Acting Director  
Current Planning Division  
Department of Community Development & Planning  
8th. Floor City-County Building  
One Main Street  
Fort Wayne, Indiana 46802

RE: COOPERATIVE PARENTING CONCEPT

Dear Carolyn:

The number of female-headed households has risen greatly in the past few years and the need for a program to aid these households has become very apparent.

In cooperative type living, using existing scattered properties, would create a unique type of living arrangement which would greatly benefit all involved.

It is envisioned to use three different types of design with the collective goals of: 1) redesign the home to lessen time and energy spent in routine housekeeping and yard maintenance, 2) to develop an atmosphere of mutual support in child care responsibilities, and, 3) to provide attractive, decent and affordable housing for women who have often been discriminated against in obtaining such housing.

I feel that with careful counseling and tenant selection, this program would prove to be successful and a great benefit to female-headed households and the community in general.

Very truly yours,

*Ethel E. Watson*  
Ethel E. Watson  
Director

EEW/pw  
cc

AN EQUAL OPPORTUNITY EMPLOYER



The Housing Authority of the City of Fort Wayne, Indiana

CITY-COUNTY BUILDING  
ROOM 800  
ONE MAIN STREET  
FORT WAYNE, IND. 46802  
219/423-7895

24 May 1976

Ms. Carolyn Nightingale  
Department of Community Development  
and Planning  
City-County Building  
One Main Street  
Fort Wayne, IN 46802

Dear Ms. Nightingale:

The Fort Wayne Housing Authority recognizes the problems of single-parent families and is eager to assist you in carrying out the Cooperative Parenting Concept housing project.

We hope that this project will provide low income single parent families with housing better designed to meet their needs.

Very truly yours,



Robert Glasper  
Acting Director

RG:pb

### C. Transferability

1. The problems of single-parent families are common to many communities.
2. The proposed approach if evaluated as worthwhile, can be adapted and replicated by any community which has an operating rehab loan fund or which has a housing authority capable of rehabilitating and leasing homes.

Cooperative Parenting Concept

BUDGET

DATE PREPARED

May 28, 1976

Proposed Monthly Expenditures  
(Assume funds available July 1976)

YEAR

1976

1977

Expenditures

J J A S O N D J F M A M J J A S O

Administrative (Innovative funds)

1,000

1,000

Marketing ( " " )

750

Counseling ( " " )

200

200

200

200

200

200

200

200

200

200

200

200

200

200

200

Evaluation ( " " )

250

250

Acquisition (Local funds)

36,000

Rehabilitation (Local funds)

51,720

## DIGEST SHEET

9-76-06-06

TITLE OF ORDINANCE RESOLUTION: Authorizing CD & P to apply to HUD for  
Innovative Grant Funds.DEPARTMENT REQUESTING ORDINANCE Community Development and PlanningSYNOPSIS OF ORDINANCE Resolution authorizes the Department of Community  
Development and Planning to apply for funds from HUD under the Innovative  
Projects Program of Title I of the Housing and Community Development Act  
of 1974.EFFECT OF PASSAGE CD & P will submit two proposals to HUD for possible funding  
under the Innovative Projects Program. These are entitled MOBILE COUNSELING  
SERVICE and COOPERATIVE PARENTING CONCEPT.EFFECT OF NON-PASSAGE Since HUD regulations require authorization through a  
formal Resolution by Council, before considering any proposal, the effect of  
non-passage will be to eliminate Fort Wayne's proposals from the competition.MONEY INVOLVED (Direct Costs, Expenditures, Savings) None from local sources.  
Potential funds from HUD, approximately \$ 42,000.ASSIGNED TO COMMITTEE (J.N.) Finance Action